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PART-I

Notifications, Orders and Declarations by Haryana Government

HARYANA GOVERNMENT

WOMEN AND CHILD DEVELOPMENT DEPARTMENT

Amended Notification

The 8th February, 2022

No. 52/WCD/2022.— In Supersession of Notification No. 931-SW(3)-2018 dated 13.07.2018, 1677-SW(3)-2018 dated 30.10.2018 and 240-SW(3)-2020 dated 12.03.2020 and 39-SW(3)-2021 dated 02.06.2021 Governor of Haryana is hereby pleased to notify the Transfer Policy for Women and Child Development Project Officer (WCDPO), Assistant, Statistical Assistant, Clerk, Peon and Supervisor of Women and Child Development Department on the following Condition:-

1. **Vision:-** To ensure equitable distribution of Government employees at different locations in a fair and transparent manner and to maximize job satisfaction amongst employees and further to improve performance of the Department.
2. **Application:-** This policy shall be applicable to all Women and Child Development Project Officers (WCDPOs), Assistants, Statistical Assistants, Clerks, Peons and Supervisors working on regular basis.
3. **Definition:-** In this policy, unless there be anything repugnant in the subject or context;
 - a. **'Blocked Posts'** means the vacancies of a employee remain unfilled at any given point of time due to shortage of employees in the department.
 - b. **'Employees Special Category'** means the blind employees or the differently abled employees or their child(ren) and spouse, women employees, divorcees/separated women, widows, couple case, employees suffering from Diseases of Debilitating Disorder;
 - c. **'Prescribed Tenure'** means the tenure of appointment for a period of five years. While calculating the tenure of an employee for the purpose of this policy, the date from which employee is working in any office as on 31st March of the calendar year of transfer shall be counted irrespective of the fact she has been appointed by temporary transfer or otherwise. However, an employee may participate in the transfer drive subject to completion of minimum three years service in any office.
 - d. **'Qualifying date'** shall be the 31st December of the calendar year of transfer. ;
 - e. **'Service'** means duty period and all kinds of leave including extraordinary leave availed by a employee during the prescribed tenure.

- f. **‘Transfer’** means posting/appointment from any office to another office on or before completion of prescribed tenure in any office;
- g. **‘Vacant Post for transfer’** means
 - i. a post not occupied by any employee;
 - ii. a post presently occupied by an employee for a period of five years or more;
 - iii. a post on which an employee has been appointed by temporary transfer or due to non-availability of online transfer drive;
 - iv. a post occupied by an employee who has been adjudged eligible and allowed by the competent authority to participate in general transfer drive even if she/he has not completed the prescribed tenure in any office where she/he is presently posted.

Note 1.— Where there are Blocked Posts in a cadre the same shall be excluded from the number of vacant posts for transfer.

Note 2.— The post against which an employee has been posted/transferred on compulsion of administrative reasons or litigational nature shall also not be included in the vacant posts for transfer.
- h. **‘Office’** means an area prescribed by the competent authority for the purpose of calculation of prescribed tenure and entitlement of an employee for transfer from one office to another office under this policy;

4. **General Principles:**

(i) **Time Schedule for online transfer:**

- a. General transfers online will be made only once in a year. However, transfer/posting necessitated by promotion, direct recruitment, posts needed to be filled up in public interest, can be made anytime by the competent authority.
- b. The Service Verification and blocking of posts is to be done by 31st December, Filling of Choices to be freezed by 31st January and the online transfer order generation will be completed by 31st March. The Qualifying date for Calculation of points, eligibility to participate on the basis of Period of Stay, eligibility for exemption to participate due to retirement within year etc would be considered as 31st December. In case, the transfer drive is got delayed for any reason, the Qualifying date can be taken as any date after the above mentioned date.

(ii) **Liable to be posted anywhere:**

Employees are liable to be transferred under this Policy in any office in the State, in public interest, on completion of prescribed tenure or on exhaustion of all the options provided by the employee in online transfer drive.

(iii) **Computerization of relevant service record of employees:**

All concerned officers maintaining service book of employees shall ensure the authenticity of data in HRMS for all employees through verification process undertaken in coordination with concerned employees. Every employee shall be responsible for the accuracy and regular updation of data in HRMS and any other Management Information System relevant for Online Transfer Policy. In case of non-updation, Department shall be at liberty to post her/him anywhere in the State.

(iv) **Rationalization and Blocking of posts:** To avoid disproportionate concentration of employees at a particular station, the department would rationalize their sanctioned posts and also block actual vacant posts to be kept vacant in the transfer drive. In the long run, however, the departments may increase/decrease the total number of sanctioned posts as per their assessment/requirement in consultation with Work Assessment Cell in the Administrative Reforms Department and Finance Department.

Note.— The Headquarter post shall also be included in Transfer Drive.

5. **Merit Criteria for allotment of post:**

- a. Merit for allotment of vacant post to an employee shall be based on the total composite score of points earned by the employee, out of 80 points as described below. The employee earning highest points shall be entitled to be transferred against a particular vacancy.
- b. Age shall be the prime factor for deciding the claim of an employee against a vacancy since it shall have weightage of 60 points, out of total points.

- c. A privilege of maximum 20 points can be availed by the employees of special categories as indicated below:-

A. Age: The first set of merit points will be the Age of the Government employee concerned enumerated below:-				
Sr. No.	Major Factor	Sub-Factor	Max. Points	Criteria for calculation
1	Age (Present date i.e. (1st January of the year of consideration minus date of birth)	Eldest person shall be given maximum points.	60	Age in number of days/365 (Maximum four decimal points only)
B. Special Category: The second set of merit points will come from the Special Category enumerated hereinafter:				
Sr. No.	Major Factor	Sub-factor	Max. points	Explanation
1.	Gender	Female	10	10 points shall be given to all female employees except to WCDPO and Supervisor as these posts are only for women.
2.	Special Category female employees	Widow/divorced/separated/ unmarried female employee more than 40 years of age/ wife of serving Military personnel/ Paramilitary personnel working outside the State	10	All female of this category shall be given 10 marks only.
3.	Differently abled persons	Vision	20	40% to 60% disability=10 Marks.
		Locomotors	20	Above 60% to 80% = 15 Marks
		Deaf & Dumb	20	Above 80% = 20 Marks
Sr. No.	Major Factor	Sub-factor	Max. points	Explanation
4.	Diseases "Debilitating Disorders" i.e. (a) currently suffering from cancer; or (b) having undergone by-pass heart surgery; or (c) kidney transplant; or (d) currently undergoing dialysis.	Self	10	Valid medical certificate issued during last one year by AIIMS (Including its branches in Haryana), PGI Rohtak, PGI Khanpur Kalan, Kalpana Chawla Medical College, Karnal, PGI Chandigarh, Medical College of Haryana Govt. or a Medical Board so constituted.
5.	Diseases of "Debilitating Disorders" (a) currently suffering from cancer; or (b) having undergone by-pass heart surgery; or (c) kidney transplant; or (d) Currently	Spouse/ unmarried Children	10	Valid certificate issued during last one year by AIIMS (Including its branches in Haryana), PGI Rohtak, PGI, Khanpur Kalan, Kalpana Chawla Medical College, Karnal, PGI Chandigarh, Medical College of Haryana Govt. or a Medical Board so constituted.

	undergoing dialysis.			
6.	Differently abled or mentally challenged children	Employee having Mentally challenged or 100% differently abled child	10	Employees having mentally challenged or 100% differently abled children shall be provided maximum 10 points.
7.	Couple case	Male/Female Spouse.	5	Employees' spouses working in any Department/Board/Corporations under any State Govt. or Govt. of India.

Note.— If husband and wife both are working in any Department/Board/Corporation under State Government or Government of India, the benefit of 5 points under category of “Couple Case” above can be claimed by only one of them for which he/she has to submit a declaration in this regard that the spouse has not taken the benefit of this category. This self declaration should be uploaded on the portal at the time of participating in the drive.

- d. The employees who are 100% blind or 100% deaf & dumb or having 80% or more locomotors disabilities involving both the legs shall be given full points 80 out of 80 and shall have option to participate or not to participate in transfer drive irrespective of period of Stay.

6. Procedure to be adopted:

- i. Head of Department shall seek preferences for choice of stations in any office from the eligible employees for transfer. The transfer exercise shall be carried out only through approved web based application. An employee needs to fill any number of Choices based on their preference over and above minimum requirement of 20 Choices. The allocation of stations would be done on the basis of maximum points and the vacancy available at the time of executing the transfer drive. However, before executing the transfer drive, if a station is allocated to an employee due to court case/in public interest/as a result of disciplinary action, causing change in vacancy position, the station would not be allocated to the employee having maximum point.
- ii. The option once availed and confirmed by the employee shall be final and cannot be changed for current transfer drive.
- iii. An employee who is due for superannuation within one year or less service from the Qualifying date shall not be eligible to participate in the transfer drive unless she/he desires. Once she/he desires and she/he could not find station of her/his choice, she/he will be transferred anywhere else in the State.
- iv. Merit criteria for allotment of station will be as per Para 5 above.
- v. All transfers shall be implemented within seven days of their issuance. The DDO concerned shall not draw the salary of the employees who have not complied with the orders.
- vi. A Committee headed by the Deputy Commissioner and comprising of CMO and District Programme Officer, may recommend deputation/temporary transfer of an employee after the transfer drive, on the basis of genuine and compelling reasons. A web portal will be provided for taking online applications from the employees for this purpose. The Committee will scrutinize such cases and send their recommendations to the Govt. which will be dealt under relaxation clause of the Transfer Policy.
- vii. Online general transfer due to completion of prescribed tenure of five years shall be treated as ‘transfer in public interest’ and in such case the joining time and composite transfer grant shall be admissible as per provision in Haryana Civil Services Rules, 2016.
- viii. An employee aggrieved by the transfer order can represent on the web portal within 15 days of issuance of order and after joining at the transferred place, his/her grievances shall be redressed by the committee and appropriate decision shall be passed by the competent authority and shall be conveyed to him/her.
- ix. In case of employees who exhaust their preferred choices, before posting them under ‘Anywhere in the state’ option, the department shall again seek their options against the remaining available posts at that point of time. Changes in the transfer software would be made accordingly so that they are not randomly posted too far away from their place of posting.

7. **Bar against canvassing:** No employee shall canvass for her/his case except through a representation to the Head of Department or to higher authorities in Haryana, as per this policy. All other individual representations

shall be treated as an attempt to bring extraneous influence on the due process. No relief can be sought except the one already sought as per Para 6 above.

8. **Appointment by promotion/direct recruitment:** Employees taken in a cadre through direct recruitment/promotion/repatriation shall be posted in any office as per eligibility and availability. Such employees shall have to participate in the online transfer drive after completion of 5 years of service. However, they shall be given opportunity to participate in the transfer drive after 3 years of service.
9. **Opportunity of option to certain categories:** The following categories of employees will not be transferred unless they desire to participate in the transfer drive irrespective of period of stay:-
 - a. Employees having 12 months or less in retirement from qualifying date.
 - b. Unmarried female employees upon marriage; (Within one year from the qualifying date)
 - c. Married female employees upon divorce; or (Within one year from the qualifying date)
 - d. Widow employees on the death of spouse; (Within one year from the qualifying date)
10. **Posting in remote areas:** Incentive for serving on the choice of Anywhere in the State: If an employee opts for 'anywhere in the State' and is thereafter posted in an office in Morni Hills Area, Hathin (Palwal) or Nuh District against a vacancy for which no employee has opted, he will be paid remuneration @ 10% of the Basic Pay + D.A. during the period of said posting provided this incentive shall not be admissible in case of transfer in home district Nuh and Panchkula.
11. **Clarification & Implementation:** In case of any doubt or difficulty in making out the true intention of the provisions of this policy, the Administrative Department in consultation with General Administration Department shall be the competent authority to clarify such doubt or to remove such difficulty by issuing a reasoned order to this effect.
12. **No TA/DA** will be given, if the transfer is done on the request of employee himself/herself by giving relaxation in transfer policy and he/she is given posting as per his/her choice.
13. **Out of Cadre Transfer:** Any employee can be transferred and posted in any Department/Board/Corporation of the State, in public interest and administrative exigencies, without his/her consent and relaxing the provision of this policy as per clause 14 of this policy and he/she shall be treated on deputation in that Department/Board/Corporation etc. and shall be eligible for compulsory transfer after completion of three years of service at such station. The lieu of such employee will remain in this department.
14. **Power to relax:** Notwithstanding anything contained in the policy, the Administrative Secretary to Govt. of Haryana with the prior approval of the Chief Minister, Haryana, shall be competent to transfer an employee to any place in relaxation of any or all of the above provisions after recording reasons justifying such relaxation.

Chandigarh:
The 3rd February, 2022.

DR. G. ANUPAMA,
Principal Secretary to Government Haryana,
Women & Child Development Department.